



City Clerk

130 S. McKinley Avenue
Fort Lupton, CO 80621

Phone: 303.857.6694

Fax: 303.857.0351

www.fortlupton.org

PROCEDURES FOR APPLICATIONS FOR SOLICITOR'S/PEDDLER'S LICENSE

APPLICATION PACKET & FEES

Application and license fees payable to the City of Fort Lupton

\$50 (non refundable) application fee for each sales person.

\$25 City of Fort Lupton Business License for company/individual making application.

A bond will be required in the amount of \$500.00

Fingerprinting fees are done through Identogo (information attached).

If approved, \$50 license fee for each sales person.

PROCEDURES

THE CITY CLERK'S OFFICE CAN NOT PROCESS AN INCOMPLETE APPLICATION

Applicant completes and returns completed application(s) to the City Clerk's office with \$50.00 for each application

The company must obtain a City of Fort Lupton Business License – \$25

The company shall supply the City with a bond in the sum of \$500. If there is a change of personnel, amended bonds with the additional names will be accepted.

Finger printing is done through Identogo at www.Identogo.com. See attached handout.

Upon return of favorable information from CBI City Clerk will notify applicant of recommendation.

If approved applicant will then need to:

Pay a \$50 license fee for each sales person



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SOLICITOR/PEDDLERS LICENSE APPLICATION

FEE: \$50.00

Date: _____

The undersigned _____ Date of Birth: _____
of _____ S.S. No.: _____
(Address of Applicant) (City) (State) (Zip)

_____, hereby applies for a
(Home Phone) (Business Phone)
license to _____ (reason for requesting license)
within the corporate limits of the City of Fort Lupton and in support of this application, makes the
following representations as to qualifications to receive a license:

1. Description of nature of the business and the goods to be sold, solicited or
delivered:

2. REFERENCES: (List three different towns worked in and dates worked)

Table with 2 columns: Previous License (Within last 3 years) and Contact Person. Includes three rows of blank lines for data entry.

3. Name and address of person, firm or corporation for which the applicant is
representing (credentials from the person, firm or corporation for which the
applicant is representing must be attached to this application). Attach a letter from
company on company letterhead.

4. Drivers License or picture I.D. No. _____ State: _____

I hereby authorize the City of Fort Lupton to conduct a complete
background/criminal history investigation as to my qualifications to be licensed, and agree
to have any person or agency release such information to the City of Fort Lupton. I waive
and release any claim for liability against the Cit of Fort Lupton in connection therewith.

I declare under the penalties of perjury that this application (including any
accompanying statements) has been examined by me and to the best of my knowledge and
belief is true and complete.

Signature: _____